Amalia Robles <amy.robles@lacity.org>

# URGENT: Need Timing Response-Wire Transfer

**Diana Mangioglu** <diana.mangioglu@lacity.org> Wed, Nov 4, 2020 at 10:02 PM
To: Yolanda Chavez <yolanda.chavez@lacity.org>
Cc: Elyse Matson <Elyse.Matson@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Tiffany Liaw <tiffany.liaw@lacity.org>, Thomas Juarez <tom.juarez@lacity.org>, Saul Romo <saul.romo@lacity.org>, Russel Fujii <russel.fujii@lacity.org>, Achilles Gonzales <achilles.gonzales@lacity.org>, Cash Treasury <cashtreasury@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>, Claire No <claire.no@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Susan Yi <susan.yi@lacity.org>, Lorna Wong <lorna.wong@lacity.org>, Elgina Woods <elgina.woods@lacity.org>, Amalia Robles <amy.robles@lacity.org>

Sorry, just seeing this now. Will check in with the team.

**Diana Mangioglu**
***Interim Director of Finance / City Treasurer***
Office of Finance
(213) 978-1774

finance.lacity.org | business.lacity.org | @CityofLAFinance

On Wed, Nov 4, 2020 at 4:26 PM Yolanda Chavez <yolanda.chavez@lacity.org> wrote:
> Pls Diana.
>
> Diana, We need your help in getting these funds to escrow by 10 am tomorrow to ensure we can close and record by the end of this week. Thank you!
>
> On Wed, Nov 4, 2020 at 4:22 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
> > +Yolanda Chavez
> >
> > We are trying to get someone to confirm if this wire can go out tomorrow before 10am.
> >
> > GAX 10 2163M10*56 currently pending Controller approval.
> >
> > Elyse Matson
> > Office of the City Administrative Officer
> > 200 N. Main St., 15th Floor
> > (213) 473-7460
> > email: elyse.matson@lacity.org
> >
> > On Wed, Nov 4, 2020 at 3:48 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
> > > I'm adding a few other folks who I heard from others in our Office may be able to provide a response.
> > >
> > > Hi, we are trying to find out if it is possible for an outgoing wire transfer to be made before 10am tomorrow if the GAX gets approved by COB today. We are closing escrow on a property and we are being told we need to wire before 10am. We are trying to get a response from someone to find out if this is possible.
> > >
> > > Elyse Matson
> > > Office of the City Administrative Officer
> > > 200 N. Main St., 15th Floor
> > > (213) 473-7460
> > > email: elyse.matson@lacity.org
> > >
> > > On Wed, Nov 4, 2020 at 3:33 PM Meg Barclay <meg.barclay@lacity.org> wrote:
> > > > Anyone who can tell us this **before 4p today** would be very appreciated.
> > > >
> > > > On Wed, Nov 4, 2020 at 3:17 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
> > > > > I'm adding Russel to this email to see if he knows if the funding can be wired by 10am tomorrow if we get the GAX approved today.
> > > > >
> > > > > Elyse Matson
> > > > > Office of the City Administrative Officer
> > > > > 200 N. Main St., 15th Floor
> > > > > (213) 473-7460
> > > > > email: elyse.matson@lacity.org
> > > > >
> > > > > On Wed, Nov 4, 2020 at 3:10 PM Meg Barclay <meg.barclay@lacity.org> wrote:

Hello everyone,

We just confirmed with Escrow that the funds need to be wired **tomorrow by 10 am**. Please let me know ASAP if we can meet this deadline.

Thanks,

Meg

On Wed, Nov 4, 2020 at 1:15 PM Achilles Gonzales <achilles.gonzales@lacity.org> wrote:

Hi Cash Treasury,

If the escrow amounts are as follows:

1. Solaire - $4,707,942.14
2. Nest - $1,659,283.14

Would there be a problem if the Schedule Payment Date is tomorrow?

On Wed, Nov 4, 2020 at 12:55 PM Meg Barclay <meg.barclay@lacity.org> wrote:

Hi everyone,

Thank you so much for your help on this! It's critical that the funding for the Nest be wired as soon as possible. Can you please confirm the earliest the wire can proceed? Thank you very much!

Meg

On Wed, Nov 4, 2020 at 12:38 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

Hi, can someone please confirm with me the earliest the wire can be processed? We are hearing that we have until 10am. Thank you for your time and attention to this.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Wed, Nov 4, 2020 at 10:58 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

Cash Treasury, can you let me know the earliest time that the wire could go out tomorrow if we get all FMS docs approved today?

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Wed, Nov 4, 2020 at 10:56 AM Amalia Robles <amy.robles@lacity.org> wrote:

Hi, Elyse.

Finance Cash Treasury is in a better position to answer the WIRE transfer requirements and timeline.

Kind regards,

**AMY ROBLES,** CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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On Wed, Nov 4, 2020 at 10:08 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

Ok, thanks for letting me know - do you know what time the wires go out the next day, is it possible to be early AM? We need to ask the escrow company if an early morning wire would be OK.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Wed, Nov 4, 2020 at 10:06 AM Amalia Robles <amy.robles@lacity.org> wrote:

> Sadly NO. Wire cannot be processed today.
> FMS transactions (e.g., Final GAX payment document) has to go through the nightly cycle to create the payment/bank file.
>
> Kind regards,
>
> **AMY ROBLES,** CIA
> Principal Accountant II
> Controller, Fiscal Oversight Support Services
> Tel. (213) 978-7407
> http://controller.lacity.org/
>
> RON GALPERIN
> LA CONTROLLER
>
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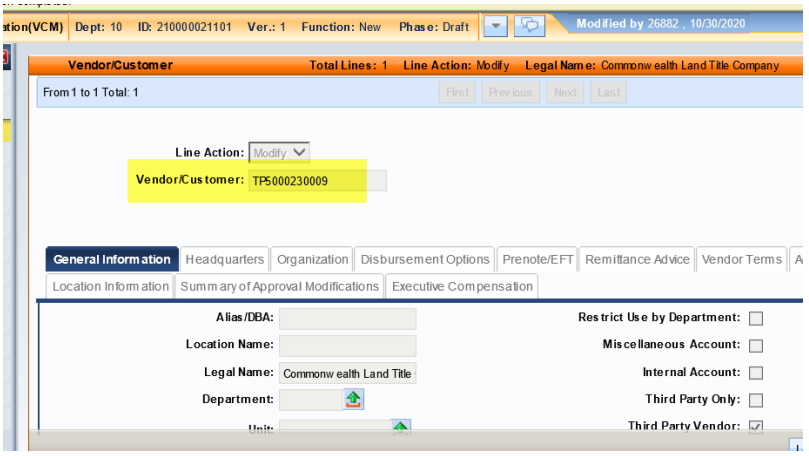
>
> On Wed, Nov 4, 2020 at 10:00 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:
>
> > Hi Amy, we're working very fast to try to get all of the documents approved in FMS today necessary for the wire. Is it possible to process the wire today? I know that wires usually are schedule for next day, but we are closing escrow tomorrow and the funds need to be available by COB. Is this possible?
> >
> > Elyse Matson
> > Office of the City Administrative Officer
> > 200 N. Main St., 15th Floor
> > (213) 473-7460
> > email: elyse.matson@lacity.org
> >
> > On Wed, Nov 4, 2020 at 8:57 AM Steven Del Haro <steven.delharo@lacity.org> wrote:
> >
> > > Good Morning Amy,
> > >
> > > Ok I see, thank you very much for bringing that to my attention. I will follow up with Controller's FOSS VCC-VCM group.
> > >
> > > Thank you,
> > >
> > > Steven
> > >
> > > On Mon, Nov 2, 2020 at 5:09 PM Amalia Robles <amy.robles@lacity.org> wrote:
> > >
> > > > Hi, Steven.
> > > >
> > > > Please coordinate with the Controller's FOSS VCC-VCM group headed by Achilles Gonzales (copied here).
> > > >
> > > > To my knowledge, FMS does not allow third party (TP) wire transfers and
> > > > VCM 10 21*21101 is using a TP vendor code.
> > > > Thus, you will have to choose a different vendor code for Commonwealth and
> > > > most likely different address code for each property to be acquired.
> > > >
> > > > Note that TP vendor code is not needed as Council's instruction is to directly pay / wire the funds to
> > > > Commonwealth Land Title Company (CF201008)
> > > > - see screenshots below.




4. AUTHORIZE the Controller to wire the funds, outlined below as properties are scheduled to close escrow, directly to the Commonwealth Land Title Company, 888 South Figueroa Street, Suite 2100, Los Angeles, CA 90017. The estimated closing costs include, architectural, permit, broker's, and escrow and closing fees, environmental assessments, property taxes, appraisals, physical needs assessments, insurance and HACLA administrative fees.

Currently, these are the vendor codes for Commonwealth Land Title

Kind regards,

**AMY ROBLES,** CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

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LA CONTROLLER

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On Mon, Nov 2, 2020 at 4:33 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Hi, so should we resubmit and the VCM will be approved in order to do a GAX document? Or should we be using a JV? Thank you for your help.
>
> Elyse Matson
> Office of the City Administrative Officer
> 200 N. Main St., 15th Floor
> (213) 473-7460
> email: elyse.matson@lacity.org
>
> On Mon, Nov 2, 2020 at 4:26 PM Russel Fujii <russel.fujii@lacity.org> wrote:
>
> > Please make sure the EFT request is attached to the document header.
> >
> > On Mon, Nov 2, 2020 at 4:08 PM Meg Barclay <meg.barclay@lacity.org> wrote:
> >
> > > Thank you for your attention to this. We tried very hard to get this done earlier, but there was a lot of learning along the way.
> > >
> > > On Mon, Nov 2, 2020 at 4:06 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

Hi everyone I am following up on the status of these two wire transfers. The appropriation is now set up in FMS. Russell, can you advise Steven on what document to proceed with ? The amounts are as follows:

1. Solaire - $4,707,942.14
2. Nest - $1,659,283.14

Elyse Matson
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200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Mon, Nov 2, 2020 at 2:57 PM Steven Del Haro <steven.delharo@lacity.org> wrote:

> Hello Russel,
>
> Thank you very much for following up. So this is the current status of the two pending wires. As of right now the GAENV to encumber the funds is still pending, because I am waiting on the set-up of the accounting info (i.e. fund, appr unit) in order to submit the doc. **That being said, in the meantime could CAO (dept 10) email you (Cash Treasury) the wire instruction in advance, even before the funds are encumbered?** We are hoping to have the encumbrance done by today, because ideally CAO staff would like one wire to go out on 11/4 and the other to go out on 11/6 (same vendor)?
>
> We intended on processing a (FMS-ACH) GAX, but there has been some minor hiccups with the process. For one, I believe that Susan Yi, at the Controller's office rejected the VCM for ACH set-up for the vendor Commonwealth (vendor id: TP5000230009), because the ABA routing number on the ACH form and voided check didn't match. However, the ACH form and escrow instructions have the same ABA number, it's only the check that differs. According to the vendor that is on purpose.
>
> So we are kind of at a loss on whether these wires will be an EFT payment or not, and whether we even need to continue the process of setting them up for ACH payment. Both pending wires are for the same vendor, however the encumbrance is being set up as open order, because future wires may be to other vendors. I apologize for being so long winded, but we are on strict time schedule and we are still a little unclear on the process.
>
> Thank you to all of you who have assisted.
>
> Much appreciated!
>
> Steven

On Mon, Nov 2, 2020 at 2:20 PM Russel Fujii <russel.fujii@lacity.org> wrote:

> Did we get wire instructions from the requesting department? This payment is not on our EFT log,
>
> How much is it for?
>
> There is an SPIS code for this vendor. It's 0029, HO2 COMMONWEALTH (Housing). You need to enter a DEX, GAX or PRC for an FMS-Wire.

On Mon, Nov 2, 2020 at 11:53 AM Amalia Robles <amy.robles@lacity.org> wrote:

> Hi, Elyse and Meg.
>
> Please confirm that you intend to WIRE transfer (instead of using EFT/ACH) to Commonwealth.
> Then, please coordinate with Finance, Cash Treasury for wire transfer requirements including but not limited to Special Instructions (SPIS).
>
> Please email the Wire Instruction from the Escrow company so Cash Treasury can prepare the necessary paperwork / set up the template and avoid any delay in settlement / payment (Nov 6).
> Thank you.
>
> Kind regards,
>
> **AMY ROBLES,** CIA
> Principal Accountant II
> Controller, Fiscal Oversight Support Services
> Tel. (213) 978-7407
> http://controller.lacity.org/

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On Mon, Nov 2, 2020 at 11:36 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Good morning, re: your rejection of FMS VCM doc id 210000021101: we checked in with the Escrow company about your questions regarding the discrepancy between the ACH form and voided check. The reason for this is because the wire transfer accounting information is different from the routing info on their checks. Since we need the funds to be wired to their escrow account, they filled out the ACH form with their routing information for the escrow account. The escrow company pointed out that incoming wires often have a separate ABA routing number and this cannot be changed. This is why the escrow company's checks are different than the escrow info.
>
> I am attaching the two wire instructions for the wires we need to initiate today. The Password for both is in the title of the PDF. You can see here that the wire instructions match the ACH form.
>
> Please let me know if you have any questions and if this is sufficient.

Elyse Matson
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(213) 473-7460
email: elyse.matson@lacity.org

On Mon, Nov 2, 2020 at 10:48 AM Steven Del Haro <steven.delharo@lacity.org> wrote:

> Hi Meg and Elyse,
>
> So turns out that Controller's said that in order for Commonwealth to officially be set-up for EFT/ACH payment that they need a new voided check. I submitted the VCM last Thursday, and was certain it would be fine, but it just got rejected. Apparently the ABA (routing number) on the form and check dont match (see attached). Controller's Office left me the following comments:
>
> "***ABA NUMBER is not same as void check ABA NUMBER. Need new void check. Vendor should <u>not</u> cross out the ACCT number and ABA NUMBER.***"
>
> They are being a little difficult. That said, at your soonest convenience can you please request a new voided check from Commonwealth? It's an easy fix, and I'll make sure that it is a RUSH once I resubmit the VCM.
>
> Thank you!
>
> Steven

On Mon, Nov 2, 2020 at 8:33 AM Steven Del Haro <steven.delharo@lacity.org> wrote:

> Hi Elyse,
>
> Ok great, thank you for confirming the amount. I will get started on expediting these encumbrance docs (BGB9CON & GAE). I will notify you when they are finalized
>
> Best regards,
>
> Steven

On Mon, Nov 2, 2020 at 8:28 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Good morning Steven! You're right, the full amount to encumber includes the closing costs and is **$40,669,903.**
>
> Elyse Matson
> Office of the City Administrative Officer
> 200 N. Main St., 15th Floor

(213) 473-7460
email: elyse.matson@lacity.org

On Mon, Nov 2, 2020 at 8:21 AM Meg Barclay <meg.barclay@lacity.org> wrote:

> Thank you so much.
>
> On Mon, Nov 2, 2020 at 8:20 AM Steven Del Haro <steven.delharo@lacity.org> wrote:
>
> > Hi Meg,
> >
> > Ok got it, thank you. And oh alright, I will make sure to note that they are rushes in my email to Finance, and specify the dates (once the funds are encumbered). I will look into it, and keep you both posted on the direct contact at Finance.
> >
> > Best regards,
> >
> > Steven
> >
> > On Mon, Nov 2, 2020 at 8:14 AM Meg Barclay <meg.barclay@lacity.org> wrote:
> >
> > > Thank you Steven,
> > >
> > > Elyse will confirm the exact amount. I just want to see if it's possible to ask Finance to work with us on the timing. If possible, we need the funding wired for the Nest on Wednesday and for the Solaire on Thursday. I'm sorry for the rush. Please let us know if we can help or if there's someone we can ask directly.
> > >
> > > Thanks so much,
> > >
> > > Meg
> > >
> > > On Mon, Nov 2, 2020 at 8:04 AM Steven Del Haro <steven.delharo@lacity.org> wrote:
> > >
> > > > Good Morning Elyse and Meg,
> > > >
> > > > Ok got it, thank you Meg for confirming that I will be encumbering the full amount. Can you please confirm that the full amount (including closing costs) is **$40,669,903?** Once I get your confirmation on the exact amount, I am going to submit the BGB9CON (to set up the amount in FMS) and GAE (to encumber) asap. I will make sure they are a RUSH.
> > > >
> > > > Once that is done, by the afternoon I should be able to start the wire process for **Solaire and Nest**. I will email the Office of Finance with the info Elyse provided us to get authorization for the two wires. The Office of Finance requires at least 3-business days before settlement date (Nov 6), that said the authorization request email needs to be provided to Finance on or before Nov 3 (Tuesday). So by today since we are off tomorrow. I will make sure that is sent in time.
> > > >
> > > > Please advise (re: exact encumbrance amount). Thank you both for providing the info.
> > > >
> > > > Best regards,
> > > >
> > > > Steven
> > > >
> > > > On Fri, Oct 30, 2020 at 1:55 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
> > > >
> > > > > Thank you Claudia! Once we have confirmed re: the ACH vs. wire question, we need to move forward with two wires. This afternoon we received Wire instructions and amounts for these two properties:
> > > > >
> > > > > 1. Solaire - $4,707,942.14
> > > > > 2. Nest - $1,659,283.14
> > > > >
> > > > > The wire instructions are attached. The password for the Solaire document is "Solaire" and the password for the Nest document is "Nest". You will notice that the banking information and vendor is the same in both instructions, the only difference is the "For Further Credit to Escrow No:" line, which will be different for each transaction we do.
> > > > >
> > > > > With this information will you able to move forward with initiating the wire and giving the heads up to Office of Finance?

Thanks and let me know if you have any questions!

Elyse Matson
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200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Fri, Oct 30, 2020 at 12:19 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> I noticed Steven is out of the Office - Claudia are you able to confirm if the GAX payment can be for a wire transfer and not for ACH?
>
> We have received some final closing costs for two properties today and wanted to set up the payment process/notification of Finance if possible.
>
> Elyse Matson
> Office of the City Administrative Officer
> 200 N. Main St., 15th Floor
> (213) 473-7460
> email: elyse.matson@lacity.org
>
> On Fri, Oct 30, 2020 at 12:16 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
>
> > Hi Steven, I wanted to check in about the payment type - I noticed that the wire instructions say that funds must be sent via wire transfer only, not ACH transfers. Are we set up to do that? Is the GAX a wire payment and not an ACH payment? Thank you!
> >
> > Elyse Matson
> > Office of the City Administrative Officer
> > 200 N. Main St., 15th Floor
> > (213) 473-7460
> > email: elyse.matson@lacity.org
> >
> > On Thu, Oct 29, 2020 at 3:47 PM Steven Del Haro <steven.delharo@lacity.org> wrote:
> >
> > > Hi all,
> > >
> > > Claudia brought it to my attention that for a GAX wire payment we just have to notify Finance via email (no signature needed for this but still following the notification guidelines). Thank you Claudia!
> > >
> > > Best regards,
> > >
> > > Steven
> > >
> > > On Thu, Oct 29, 2020 at 3:08 PM Steven Del Haro <steven.delharo@lacity.org> wrote:
> > >
> > > > Good Afternoon Meg,
> > > >
> > > > Yes, I am confirming that the VCM has been submitted, and Commonwealth Land Title Company is set up for EFT/ACH Payment.
> > > >
> > > > Ok thank you update. I know you mentioned last week that the closing date is on Nov. 6th, correct? So I still have not encumbered the funds yet, which needs to be done before a wire payment (GAX) can be processed. I haven't gotten confirmation from your group on the amount to encumber, and whether it will include the closing costs or the amount estimated on the Council file. Can you please advise at your convenience? After that the funds are encumbered the payment will be ready to be done.
> > > >
> > > > **Friendly reminders:**
> > > > - I need to notify the Office of Finance of wire payment in advance, to get authorization.
> > > > - Office of Finance requires at least 3-business days before settlement date (Nov 6)

- So the signed Wire Transfer form, etc should be provided to Finance on or before Nov 3 (Tuesday)

Thank you,

Steven

On Thu, Oct 29, 2020 at 2:39 PM Meg Barclay <meg.barclay@lacity.org> wrote:

> Hi all. I still don't have the closing statement for the sites that will close next week, but can you confirm that Commonwealth is set up as a vendor for the purpose of wiring funds once we get that information? Thanks!
>
> On Tue, Oct 27, 2020 at 3:20 PM Steven Del Haro <steven.delharo@lacity.org> wrote:
>
> > Ok sounds good, thank you for the update, and for factoring in the three business days.
> >
> > Much appreciated,
> >
> > Steven
> >
> > On Tue, Oct 27, 2020 at 3:16 PM Meg Barclay <meg.barclay@lacity.org> wrote:
> >
> > > Thanks!
> > >
> > > There will be two wire transfers for next week. One will be 11/4 and one will be 11/5. I've asked for the exact amount to initiate the transfer for the first one by Wednesday so the transfer can be initiated on Thursday - three business days (excluding the 11/3 unpaid holiday) before the transfer needs to be made. I will let you know if we're unable to make that timeframe so we can work with the Controller and Finance to speed things up a little.
> > >
> > > Thanks and let me know if you have any issues or questions,
> > >
> > > Meg
> > >
> > > On Tue, Oct 27, 2020 at 3:08 PM Steven Del Haro <steven.delharo@lacity.org> wrote:
> > >
> > > > Hi Meg,
> > > >
> > > > Ok great thank you, I will get started on and submit the VCM to set up Commonwealth Bank for EFT/ACH payment in the system. I will let you know when they are set up.
> > > >
> > > > Thank you,
> > > >
> > > > Steven
> > > >
> > > > On Tue, Oct 27, 2020 at 3:04 PM Meg Barclay <meg.barclay@lacity.org> wrote:
> > > >
> > > > > Hi Steven and Claudia,
> > > > >
> > > > > Attached is the completed wire transfer form and a voided check for Commonwealth Bank.
> > > > >
> > > > > Please let me know if you need anything else to establish the vendor template.
> > > > >
> > > > > ---------- Forwarded message ---------
> > > > > From: **Jenny Scanlin** <Jenny.Scanlin@hacla.org>
> > > > > Date: Fri, Oct 23, 2020 at 2:57 PM
> > > > > Subject: FW: Wire Transfer
> > > > > To: Meg Barclay <meg.barclay@lacity.org>
> > > > >
> > > > > Ta-dah!!

**Jenny Scanlin** | Chief Development Officer

Bureau for Strategic Development

**Housing Authority of the City of Los Angeles**

2600 Wilshire Blvd | 3rd Floor | Los Angeles | CA 90057

T☎ 213-252-2680 | C☎ 213-615-9007 | ✉ jenny.scanlin@hacla.org

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**From:** Greer, Cheryl [mailto:cgreer@cltic.com]
**Sent:** Friday, October 23, 2020 2:17 PM
**To:** Jenny Scanlin <Jenny.Scanlin@hacla.org>; Team Greer <TeamGreer@cltic.com>
**Cc:** Tina Booth <Tina.Booth@hacla.org>
**Subject:** RE: Wire Transfer

This message was sent securely using Zix®

Jenny,

Attached is the completed form and the VOIDED Check.

**CHERYL** GREER
National Commercial Escrow Officer

Affordable Housing Specialist
National Commercial Services

**Commonwealth Land Title Company**
888 South Figueroa Street, Suite 2100
Los Angeles, CA 90017

213-330-3080 (direct)

213-947-4403 (fax)

cgreer@cltic.com

TeamGreer@cltic.com (unit email)

download vCard

**Be aware! Online banking fraud is on the rise. If you receive an email containing WIRE TRANSFER INSTRUCTIONS call your escrow officer immediately to verify the information prior to sending funds.**

**From:** Jenny Scanlin <Jenny.Scanlin@hacla.org>
**Sent:** Friday, October 23, 2020 1:24 PM
**To:** Greer, Cheryl <cgreer@cltic.com>; Team Greer <TeamGreer@cltic.com>
**Cc:** Tina Booth <Tina.Booth@hacla.org>
**Subject:** RE: Wire Transfer

IMPORTANT NOTICE - This message sourced from an external mail server outside of the Company.

Here you go.

**Jenny Scanlin** | Chief Development Officer

Bureau for Strategic Development

**Housing Authority of the City of Los Angeles**

2600 Wilshire Blvd | 3rd Floor | Los Angeles | CA 90057

T☎ 213-252-2680 | C☎ 213-615-9007 | ✉ jenny.scanlin@hacla.org

*Build HOPE: Investing in People and Place*

**From:** Greer, Cheryl [mailto:cgreer@cltic.com]
**Sent:** Friday, October 23, 2020 1:06 PM
**To:** Jenny Scanlin <Jenny.Scanlin@hacla.org>; Team Greer <TeamGreer@cltic.com>
**Cc:** Tina Booth <Tina.Booth@hacla.org>
**Subject:** RE: Wire Transfer

This message was sent securely using Zix®

Jenny,

We need you to complete the top portion and send back to us to execute.

**CHERYL** GREER
National Commercial Escrow Officer

Affordable Housing Specialist
National Commercial Services

**Commonwealth Land Title Company**
888 South Figueroa Street, Suite 2100
Los Angeles, CA 90017

213-330-3080 (direct)

213-947-4403 (fax)

cgreer@cltic.com

TeamGreer@cltic.com (unit email)

download vCard

**Be aware! Online banking fraud is on the rise. If you receive an email containing WIRE TRANSFER INSTRUCTIONS call your escrow officer immediately to verify the information prior to sending funds.**

---

**From:** Greer, Cheryl <cgreer@cltic.com>
**Sent:** Friday, October 23, 2020 12:13 PM
**To:** Jenny Scanlin <Jenny.Scanlin@hacla.org>; Team Greer <TeamGreer@cltic.com>
**Cc:** Tina Booth <Tina.Booth@hacla.org>
**Subject:** RE: Wire Transfer

Hi Jenny,

I will need to speak with our accounting department and see if this is something we can do. Our checks are blank until we cut them. We do not have any pre-printed checks that we can just write VOID on and email over. We have received checks from the HCID (another department within the City) and they did not require a VOIDED check. We also closed on other files with you where we did not require a VOIDED check.

**CHERYL** GREER
National Commercial Escrow Officer

Affordable Housing Specialist
National Commercial Services

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**Be aware! Online banking fraud is on the rise. If you receive an email containing WIRE TRANSFER INSTRUCTIONS call your escrow officer immediately to verify the information prior to sending funds.**

---

**From:** Jenny Scanlin <Jenny.Scanlin@hacla.org>
**Sent:** Friday, October 23, 2020 11:29 AM
**To:** Team Greer <TeamGreer@cltic.com>; Greer, Cheryl <cgreer@cltic.com>
**Cc:** Tina Booth <Tina.Booth@hacla.org>
**Subject:** FW: Wire Transfer

IMPORTANT NOTICE - This message sourced from an external mail server outside of the Company.

Cheryl,

See request below. Is this feasible to provide the city?

**Jenny Scanlin** | Chief Development Officer

Bureau for Strategic Development

**Housing Authority of the City of Los Angeles**

2600 Wilshire Blvd | 3rd Floor | Los Angeles | CA 90057

T☎ 213-252-2680 | C☎ 213-615-9007 | ✉ jenny.scanlin@hacla.org

*Build HOPE: Investing in People and Place*

**From:** Meg Barclay [mailto:meg.barclay@lacity.org]
**Sent:** Friday, October 23, 2020 9:47 AM
**To:** Tina Booth <Tina.Booth@hacla.org>
**Cc:** Jenny Scanlin <Jenny.Scanlin@hacla.org>; Julie Mungai <Julie.Mungai@hacla.org>; Yolanda Chavez <yolanda.chavez@lacity.org>; Elyse Matson <elyse.matson@lacity.org>; Claire No <claire.no@lacity.org>; Helene Rotolo <helene.rotolo@lacity.org>
**Subject:** Re: Wire Transfer

Hello,

I'm sorry, but I just found out we need a voided check from the escrow company in order to set them up as a vendor in our system. Can you help us with that please? Thank you,

Meg

On Thu, Oct 22, 2020 at 4:59 PM Tina Booth <Tina.Booth@hacla.org> wrote:

> Attached find the instructions and password.
>
> **Tina Smith-Booth** | Director
>
> Asset Management Department
>
> **Housing Authority of the City of Los Angeles**
>
> 2600 Wilshire Blvd., | 4th Floor | Los Angeles, CA 90057
>
> ☎ 213.252.8844 | Fax: 213.252.2742 | ✉: tina.booth@hacla.org
>
> *Build HOPE: Investing in People and Place*
>
> **From:** Meg Barclay [mailto:meg.barclay@lacity.org]
> **Sent:** Thursday, October 22, 2020 4:56 PM
> **To:** Tina Booth <Tina.Booth@hacla.org>
> **Cc:** Jenny Scanlin <Jenny.Scanlin@hacla.org>; Julie Mungai <Julie.Mungai@hacla.org>; Yolanda Chavez <yolanda.chavez@lacity.org>; Elyse Matson <elyse.matson@lacity.org>; Claire No <claire.no@lacity.org>; Helene Rotolo <helene.rotolo@lacity.org>
> **Subject:** Re: Wire Transfer

thanks!

On Thu, Oct 22, 2020 at 4:55 PM Tina Booth <Tina.Booth@hacla.org> wrote:

> They are sending the information over now.
>
> Tina
>
> **Tina Smith-Booth** | Director
>
> Asset Management Department
>
> **Housing Authority of the City of Los Angeles**
>
> 2600 Wilshire Blvd., | 4th Floor | Los Angeles, CA 90057
>
> ☎ 213.252.8844 | Fax: 213.252.2742 | ✉: tina.booth@hacla.org
>
> ***Build HOPE: Investing in People and Place***
>
> ---
>
> **From:** Jenny Scanlin
> **Sent:** Thursday, October 22, 2020 2:00 PM
> **To:** Meg Barclay <meg.barclay@lacity.org>; Julie Mungai <Julie.Mungai@hacla.org>; Tina Booth <Tina.Booth@hacla.org>
> **Cc:** Yolanda Chavez <yolanda.chavez@lacity.org>; Elyse Matson <elyse.matson@lacity.org>; Claire No <claire.no@lacity.org>; Helene Rotolo <helene.rotolo@lacity.org>
> **Subject:** RE: Wire Transfer
>
> I've made this crystal clear to the title company. Tina will follow up as well. I'm sorry for the delay on title's part.
>
> **Jenny Scanlin** | Chief Development Officer
>
> Bureau for Strategic Development
>
> **Housing Authority of the City of Los Angeles**
>
> 2600 Wilshire Blvd | 3rd Floor | Los Angeles | CA 90057
>
> T☎ 213-252-2680 | C☎ 213-615-9007 | ✉ jenny.scanlin@hacla.org
>
> ***Build HOPE: Investing in People and Place***

**From:** Meg Barclay [mailto:meg.barclay@lacity.org]
**Sent:** Thursday, October 22, 2020 1:50 PM
**To:** Jenny Scanlin <Jenny.Scanlin@hacla.org>; Julie Mungai <Julie.Mungai@hacla.org>; Tina Booth <Tina.Booth@hacla.org>
**Cc:** Yolanda Chavez <yolanda.chavez@lacity.org>; Elyse Matson <elyse.matson@lacity.org>; Claire No <claire.no@lacity.org>; Helene Rotolo <helene.rotolo@lacity.org>
**Subject:** Re: Wire Transfer

Hi everyone,

Checking back on this. Will HACLA be able to provide the ABH and Account numbers for the Escrow Company? We need this information today to stay on track. Thanks.

On Tue, Oct 20, 2020 at 12:43 PM Meg Barclay <meg.barclay@lacity.org> wrote:

> +Julie Mungai +Tina Booth
>
> I'm sorry for the oversight Julie and Tina.
>
> On Tue, Oct 20, 2020 at 12:19 PM Meg Barclay <meg.barclay@lacity.org> wrote:
>
> > Hi Jenny,
> >
> > I'm working on making sure we are ready to initiate the wire transfer next week. Can you or someone on your finance team send me the ABA and Account number we'll be using for the wire transfer? Since we are wiring directly into escrow, I assume this informatino would be needed for the Escrow account. There needs to be some set up done in our financial management system in advance.
> >
> > Once we are set up, we'll need the exact amount and other details no less than three days before the transfer, so we will need this information by Monday at noon in order for the money to be wired by Thursday at noon.
> >
> > Please let me know if you have any questions.
> >
> > Thanks,
> >
> > Meg

--

Meg Barclay

Homeless Coordinator

Office of the City Administrative Officer

Email: meg.barclay@lacity.org

Phone: (213) 978-1681

--

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Phone: (213) 978-1681

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--
Meg Barclay
Homeless Coordinator
Office of the City Administrative Officer
Email: meg.barclay@lacity.org
Phone: (213) 978-1681

--
Steven Del Haro
Accounting Clerk
Office of the City Administrative Officer (CAO)
City Hall East - 200 N. Main St. #1500
Los Angeles, CA 90012

Phone: 213-473-7509
Email: steven.delharo@lacity.org

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Email: steven.delharo@lacity.org

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**********

**Please address all correspondence only to: cashtreasury@lacity.org. Thank you.**

**********
**********

**Russel Fujii**
*Management Analyst*
*City of Los Angeles, Office of Finance, Treasury Services*

(213) 978-1706
Finance.lacity.org
cashtreasury@lacity.org
russel.fujii@lacity.org

LA BUSINESS PORTAL

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**Please address all correspondence only to: cashtreasury@lacity.org. Thank you.**

**********

**Russel Fujii**
*Management Analyst*
*City of Los Angeles, Office of Finance, Treasury Services*
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LA BUSINESS PORTAL

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*Achilles Gonzales*

Achilles Gonzales
Financial Management Specialist
Office of the Controller
Tel 213 978-7360

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